



Licensing Board for the City of Boston

One City Hall Square, Room 809, Boston, Massachusetts 02201
617-635-4170 | Fax: 617-635-4742

Commissioners:

Nicole Murati Ferrer,
Chair
Suzanne Iannella
Milton Wright

**ALL RENEWAL APPLICATIONS
AND SUPPORTING DOCUMENTATION
ARE DUE BY NOVEMBER 30, 2012.**

Executive Secretary:

Jean Lorzio

**2013
RETAIL ALCOHOLIC BEVERAGES LICENSE
RENEWAL APPLICATION INSTRUCTIONS**

IMPORTANT NOTICES/REQUIREMENTS:

- 1) You must renew your license in person at the Boston Licensing Board, Room 809, 8th floor, City Hall.
- 2) All Licensees must complete and submit the renewal form, and pay the fee by Friday, November 30, 2012.
- 3) Renewal applications and fees will not be accepted after November 30, 2012.
- 4) Failure to file the application and pay by November 30, 2012 will result in the expiration of your license on December 31, 2012, at midnight. If you allow your license to expire, you will have to reapply for a new license, go through a hearing, and obtain this Board and the ABCC's approval prior to being allowed to reopen.
- 5) All properly renewed licenses will be mailed on or about December 10, 2012.
- 6) Incomplete applications/renewals will not be accepted.

WHAT YOU NEED TO DO:

- 1) Do not make any corrections on the renewal application or the ABCC forms. If changes are required, please inform our staff.
- 2) Do not tear/separate the 3 part bill. Pay the bill prior to coming to the Licensing Board to file your renewal. Payments are made at the Collection Division Windows, M10, M11 or M12, 3rd floor, City Hall. You can pay by cash, money order, check, Visa or Master cards.



- 3) Complete the renewal form. The only person(s) who can complete the renewal form are the listed manager of record, stockholder(s), owner(s), or officer(s). If your name is not listed in the renewal form you cannot complete/sign it. Also, all of the portions of the renewal form must be completed, i.e., print your name, insert date completed, sign it, and list your telephone number, tax identification number and inspectional services certificate number. If not all portions are completed, the renewal may not be accepted.
- 4) Submit the completed and signed Alcoholic Beverages Control Commission (ABCC) form. Do not make any changes on this form yourself. Please inform our staff if you need a change to be made.
- 5) Submit a current floor plan (it does not have to be certified) on an 8 ½ x 11 sheet of paper.

ANY QUESTIONS OR CONCERNS, PLEASE CONTACT THE LICENSING BOARD AT 617-635-4170. THANK YOU!

